

Schedule 25-1

DEPARTMENT OF MOTOR VEHICLES

LEGAL DIVISION

AUGUST 14, 1997

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	25-1
	AGENCY, BOARD OR COMMISSION
	DEPARTMENT OF MOTOR VEHICLES
	DIVISION, BUREAU OR OTHER UNIT
	Legal Division
	Supersedes Edition of April 11, 1996

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE	
* <i>Glenn Abramson</i>	
TITLE	DATE
Director	August 1, 1997

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE	
* <i>Andrea E. Faling</i>	
STATE ARCHIVIST	DATE
	Aug. 8, 1997

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE	
* <i>[Signature]</i>	
ADMINISTRATOR	DATE
	8-14-97

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 25-1 – DEPARTMENT OF MOTOR VEHICLES-LEGAL DIVISION

25-1 ADMINISTRATIVE RECORDS

25-1-1 DELETED

25-1-2 ADMINISTRATIVE LICENSE REVOCATION (ALR) CASES

Copies of case file documentation regarding ALR cases including any pleadings, motions, preliminary or intermediate rulings and orders, and similar correspondence to or from the agency pertaining to the case.

DISMISSALS: Transfer to the State Records Center 6 months after the date of dismissal; dispose of 4 years after the date of the final order.

RECORDING TAPES: Transfer to the State Records Center 6 months after the date of the hearing; erase 4 years after the date of the final order.

25-1-3 CASES ON APPEAL

Personnel hearings, Drivers Service and other Administrative Appeals which may include copies of case file documentation regarding cases on appeal including any pleadings, motions, requests, preliminary or intermediate rulings and orders and similar correspondence to or from the agency pertaining to the case.

Dispose of case files 4 years after the date of the final order.

25-1-4 INTOXILIZER TRAINING RECORDS

Documents containing name, date and location of Class B and C Alcohol Testing Permit holders.

Dispose of 4 years after the issuance of certificate.

25-1-5 LEGISLATIVE MATERIAL

Copies of bill proposals, legislative summaries, agendas, worksheets, etc.

Dispose of after 4 years.

25-2 RECORDS OF THE HEALTH ADVISORY BOARD

25-2-1 AUDIO CASSETTE RECORDING OF MEETINGS

Dispose of according to Schedule 124-3 (j).

25-2-2 INDIVIDUAL CASE FILES

Confidential records of individual cases considered by the Board. Case files may include: Request(s) for Statement of Physician, Statement of Physician with attached medical reports and/or Final Order of the Director.

Dispose of case files 4 years after date of final decision of the Director of the Department of Motor Vehicles.

25-2-3 MEETING AGENDA

Meeting agenda with attached proof of Publication and/or Legal Notice.

Dispose of according to Schedule 124-1-164 and 124-1-209.

25-2-4 MINUTES

Includes minutes, handouts, evidence or documentation received or disclosed in open session.

Dispose of according to Schedule 124-1-167.

25-2-5 RULES AND REGULATIONS

Dispose of according to Schedule 124-1-182.

25-3 RECORDS OF THE MOTOR CARRIER ADVISORY BOARD

25-3-1 AUDIO CASSETTE RECORDING OF MEETINGS

Dispose of according to Schedule 124-3 (j).

25-3-2 MEETING AGENDA

Meeting agenda with attached proof of Publication and/or Legal Notice.

Dispose of according to Schedule 124-1-164 and 124-1-209.

25-3-3 MINUTES

Includes minutes, handouts, evidence or documentation received or disclosed in open session.

Dispose of according to Schedule 124-1-167.

25-3-4 NEWS OR PRESS RELEASES

Dispose of according to Schedule 124-1-169.

25-3-5 RECOMMENDATION REPORTS

FINAL REPORT: Dispose of when no longer of reference value, subject to review by the State Archivist for possible accession.

OTHER COPIES: Dispose of when no longer of reference value.

NOTES

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet